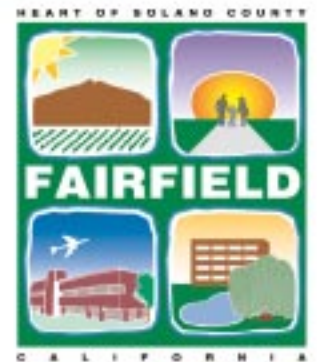




**THE CITY OF FAIRFIELD**  
**IS SEEKING A COLLABORATIVE, RESULTS ORIENTED**  
**PROFESSIONAL TO SERVE AS**  
**ASSISTANT DIRECTOR OF PUBLIC WORKS - UTILITIES**





## PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for designing, building, operating, and maintaining City facilities. The Department is comprised of five functional areas: Administration,

treatment and storage, including ownership, operation and maintenance of two water treatment plants (30 MGD and 40 MGD capacities), multiple treated water reservoirs, multiple pumping stations and related facilities. The larger of the two treatment plants is a joint ownership with the City of Vacaville, but Fairfield operates and maintains the plant through a Joint Powers Agreement.

The Assistant Director's office is located at City Hall.

## UNIQUE OPPORTUNITY

The City of Fairfield seeks a seasoned engineering professional with outstanding leadership, management and collaborative skills to serve as the new Assistant Director – Utilities. This vacancy exists due to the retirement of the long-tenured incumbent.

## THE COMMUNITY

Fairfield is a vibrant community ideally located midway between San Francisco and Sacramento on Interstate 80. Incorporated in 1903, Fairfield is a growing city of over 105,000 with a projected build-out population of approximately 140,000 by 2030. Despite its growth, Fairfield maintains the charm and vitality of a small, thriving community. Fairfield is the County Seat (Solano County) and occupies 37 square miles of relatively flat land in the northeast San Francisco Bay Area. The City is strategically located within easy driving distance of the Pacific Ocean, the Sierra Nevada Mountains, and the California Delta, with the beautiful Napa Valley just minutes away. Gentle breezes and temperate weather characterize Fairfield, with the mean daily temperature ranging from 46 degrees in January to 72 degrees in July.

Engineering, Operations, Utilities, and Transportation with 168 employees and an annual operating budget of \$43 million.

## THE POSITION

The Assistant Director of Public Works – Utilities manages the Utilities Division of the Department, and provides oversight of the functional areas within the Division including: Water Supply, Treatment, Storage and Conservation. In addition, this position will play a lead role in representing the City's interest in revenue and regulatory issues related to the City's stormwater NPDES permit and sewer collection system operation.

The Assistant Director manages a Water Treatment Division comprised of 36 employees. Direct reports to the Assistant Director include: two Water Treatment Plant Managers and a Senior Management Analyst. The current year operating budget for the Water Treatment Division is approximately \$18 million.

The Water Treatment Division provides oversight of the City's water supply,

## CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of an Assistant Director of Public Works – Utilities, the City has identified the current issues and priorities that will need to be addressed by the successful candidate:

**Budgeting** – The new Assistant Director will ideally possess the ability to track and manage Division expenses on a regular basis and perform annual and other long-range expenditure projections for budgets for the water, sewer and storm drainage funds.

**Interagency Coordination** – The Assistant Director's position requires significant interaction with other water entities, including neighboring cities, the Solano Irrigation District, Solano County





## PUBLIC WORKS DEPARTMENT MISSION STATEMENT

To provide prompt, courteous service to the citizens of Fairfield and to design, build, maintain and operate facilities in the City of Fairfield for the maximum level of service.

Water Agency, California Department of Water Resources, San Francisco Regional Water Quality Control Board, and others. The Assistant Director serves as the primary liaison with these key agencies in representing the interests of the City.

**Projects** – The Utilities Division has a number of major projects that require the immediate and near future attention of the Assistant Director including:

- Numerous water supply agreements
- Planning for the future Red Top 4 Mgal Reservoir
- Completion of the East-West Transmission Pipeline
- Planning for the next expansion of the North Bay Regional Water Treatment Plant

The culture of the City of Fairfield is one of cooperation – a team approach. As such, the new Assistant Director will be expected to coordinate with other Divisions within the Public Works Department, and also with other City Departments to conduct the day-to-day business of the City.

### THE IDEAL CANDIDATE

The City's strong water supply and infrastructure are key elements to the City's economic development plans. The ideal candidate is a highly skilled public agency engineering professional who possesses excellent interpersonal and communication skills. In addition, candidates should have a proven track record of building

strong relationships with key internal and external stakeholders. A Bachelor's degree in civil engineering or related field, and registration as a civil engineer in California is required. Candidates who are registered as a Civil Engineer by another state must receive their California state registration within one year of appointment to the position. At least five years of public sector water supply and treatment process experience, including two years of administrative and management responsibility is also required. Experience in writing agreements and knowledge of legal and regulatory issues in water, sewer and storm drainage is highly desirable.

### Expertise

The new Assistant Director will need to have the ability to work collaboratively within the City and with other local, state, and federal agencies. This will require the ability to be dynamic, open to new ideas, offer practical solutions, and follow through on projects to completion. While broad knowledge and skills covering public works engineering related to water utilities is assumed, the issues and priorities facing the City of Fairfield demand particular, demonstrated expertise in the following areas:

- Leader; able to provide guidance and direction for staff
- Proactive and creative problem solver with a strong commitment to the City's quality of life
- Strategic orientation and ability to anticipate issues and problems
- Excellent written and oral communication skills
- Being a team player in serving as a member of the Public Works executive team with a focus on building and maintaining teamwork within the Public Works Department and with other City Departments
- Project management skills
- Effective multi-tasker
- Skilled in negotiation and facilitation while keeping the City's best interests in mind
- Understanding of information technology as it relates to public works
- Comfortable working with elected officials, community groups, stakeholder agencies, and the public

### COMPENSATION AND BENEFITS

#### Salary

The salary range for this position is **\$109,542 - \$133,148**. Actual salary will be based on the qualifications of the successful candidate. City employees





## APPLICATION AND SELECTION PROCEDURE

To be considered for this excellent career opportunity as Assistant Director of Public Works - Utilities, submit a cover letter with current salary, resume, City of Fairfield application (an official employment application may be downloaded from

the City of Fairfield's website at [www.ci.fairfield.ca.us](http://www.ci.fairfield.ca.us)), and four work-related references by **Friday, June 18, 2010** to:



Stuart Satow  
CPS Executive Search  
241 Lathrop Way  
Sacramento, California 95815  
Tel: 916 263-1401  
Fax: 916 561-7205  
E-mail:  
[resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website:  
[www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS Executive Search will report the results to the City. The City will then select candidates to be invited to

participate in interviews in Fairfield in mid to late July. An offer of appointment is expected by early August following extensive reference and background checks and a final interview. For additional information about this excellent opportunity, please contact Stuart Satow.

currently work a schedule of four, nine-hour days, with City offices closed each Friday.

### Retirement

- Participation in the PERS program 2.7% @ 55. City pays 7%; employee pays 3.5%
- City contribution of 7.74% of salary toward 401/457 deferred savings plan with employee contribution of 4.10%

### Leave Program

- 12 paid holidays
- Vacation starting 10 days per year
- Personal leave (144.86 hours annually)
- 12 days sick leave

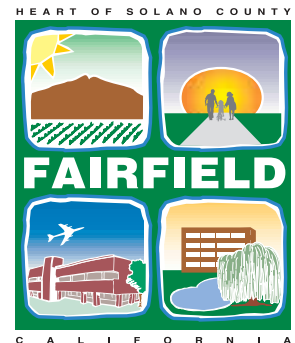
### Insurance

City provides vision, short-term disability and long-term disability coverage

### Health/Dental Programs

City contribution toward medical and dental plans. Employees providing proof of other coverage may decline health and/or dental coverage and receive taxable income.

A complete list of General Management Benefits can be found at [www.ci.fairfield.ca.us](http://www.ci.fairfield.ca.us)



*The City of Fairfield is an Equal Opportunity Employer*

